

## How to Get Paid

A guide to our payment procedures



### Introduction

This guide explains the steps required before we can make a payment towards your funded project.

### Do you have a signed funding agreement with NZ On Air?

NZ On Air will only begin processing payments towards your project after we have both agreed to and signed a funding agreement.

The first step after receiving a Letter of Advice from NZ On Air offering funding is to initiate contracting. Please refer to your Letter or our [Resources for Producers](#) page for more information on this process.

### Have you met the conditions for your payment?

Funding is split into separate drawdowns (or instalments) tied to milestones and payment requirements relevant to your specific project. Check the Drawdown Schedule in your Funding Agreement (contract) for the conditions of each drawdown - to receive payment, you must meet each of the conditions specified in the Drawdown Schedule.

The Drawdown Schedule is usually on page 3 for Production Funding Agreements and page 2 for Development Funding Agreements. Please also check clause 4 if you have a Development Funding Agreement (references may differ for some contracts).

### Tax Invoice

You must send a valid tax invoice for every payment. All invoices need to include the following:

- The words "Tax Invoice".
- The company's GST number.
- The company name and address.
- The name of the content.
- Which drawdown, from your contract's drawdown schedule, the invoice relates to.
- Bank account details. Please include the same bank account as specified on your funding agreement.

### Submitting a Drawdown (Payment) Request

All invoicing for funded contracts is done through the [NZ On Air Portal](#).

This is the same portal through which you applied for funding and where you can access your contracts.

Once you're logged in, select 'Manage My Contracts' and click into your relevant project. Under the 'Drawdowns' section, you can select the relevant drawdown and upload the required documents.

If you're having trouble logging in to the portal, first check internally at your company that your log in details are correct. If you're still having trouble, you are welcome to contact us by email at [portal@nzonair.govt.nz](mailto:portal@nzonair.govt.nz) or check in with your usual contact at NZ On Air who will be happy to help.

[Our Portal FAQs](#) are also a helpful guide.